SANTA BARBARA
COMMUNITY COLLEGE DISTRICT

PLAN
FOR
COOPERATIVE WORK EXPERIENCE
1982-1983
A. Name of District ______________________________________________________________________
   Santa Barbara Community College District

   Contact Person ___________________________ (Name) 
   Harriet A. Leckie (805) 965-0581, X252 (Telephone)

   NOTE: Multi-campus districts are to submit an attachment to this page listing the contact person at each college.

B. This 1982 plan was adopted by the district board on ___________________________ (Date)
   (Title 5 Section 55251(a)(1) and 55250)

STATEMENT OF ASSURANCES

1. The Cooperative Work Experience Education program conducted by the district shall comply with the district plan approved by the Chancellor of the California Community Colleges. (Title 5 Section 55250)

2. Students enrolled in Cooperative Work Experience Education shall meet the criteria for student qualifications. (Title 5 Section 55254)

3. Students will gain realistic learning experiences through work while enrolled in Cooperative Work Experience Education. (Title 5 Section 55250)

4. The district shall maintain appropriately signed and dated records. (Title 5 Section 55256)

In submitting this plan, the district adopts the Statement of Assurances and assures that the attached plan is a complete and accurate description of the district's Cooperative Work Experience Education program. (Title 5 Section 55251)

C. District Superintendent (or designate) ___________________________ (Signature)
   Peter R. MacDougall
   Superintendent/President
   ______________________________________________________________________
   (Date)

(NOTE: Attach district plan)

FOR STATE USE ONLY

Approved by: ___________________________ (Signature)
   Chancellor (or designate)
   California Community Colleges
   ______________________________________________________________________
   (Date)
I. Description of Responsibilities

A. It shall be the responsibility of the college to:

1. Provide a student-coordinator ratio sufficient for initiating and maintaining adequate work stations, and to insure the educational quality of the program.

2. Assign work experience coordinators who hold a valid California credential authorizing the service to be performed.

3. Insure that work experience coordinators work closely with guidance personnel and appropriate staff in selecting students for work experience education.

4. Insure that coordinators of work experience education develop with the student and the employer written measurable learning objectives that include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment, each semester.

5. Insure that all coordinators, in cooperation with vocational counselors, related class and shop instructors, the Career Education Center staff, Veterans' Office, and Placement Office, provide appropriate and continuous guidance service for the students throughout their enrollment in the work experience program.

6. Assure that the work done by the student is of a useful educational nature through the use of individual written measurable learning objectives signed by the on-the-job supervisor, student and instructor-coordinator, and required attendance at a group instruction class directly related to the purposes of the program.

7. Insure that the above objectives contribute to the students' occupational or educational goals.

B. It shall be the responsibility of the student to:

1. Meet all academic criteria for participation in the work experience program.

   a. Be a full-time student. For purposes of this section, a full-time student means one of the following:

      1) Be an apprentice as defined by Labor Code Section 3077 who is enrolled in related or supplementary courses required of the apprenticeship programs.
2) Be enrolled in the parallel plan:
   a) During regular semester must enroll in no less than seven (7) units including the work experience education.
   b) During summer sessions must enroll in one (1) other class in addition to work experience education.
3) Be enrolled in the alternate plan. Concurrent enrollment is limited to one other class.
   a) Must have previously completed at least twelve (12) units at Santa Barbara City College.
   b) Must earn at least seven (7) units of other class work before re-enrolling under the alternate plan.
   c) May not transfer between parallel and alternate plans until have earned at least seven (7) units of other class work.
   b. If enrolled in an occupational work experience class, be concurrently enrolled in at least three (3) additional units required by the major for a Certificate or Associate degree.
   c. Have the approval of the work experience education coordinator of the college.
   d. Have an occupational or educational goal to which, in the opinion of the college, the work experience education chosen will contribute.
   e. Pursue a planned program of work experience education, which in the opinion of the college, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. Must write, with the instructor and job supervisor, at least three approved measurable learning objectives in contract form.

2. Attend all required vocational or group related classes and perform all assigned work to the satisfaction of the instructor-coordinator.

3. Notify the instructor-coordinator of any changes of job, supervisor, or working hours.

4. If the job terminates, notify the instructor-coordinator immediately.

5. Meet the following condition if self-employed:
a. Identify a person who is approved by certificated personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:

1) Assist the student in identifying new or expanded on-the-job learning objectives.

2) Assist in the evaluation of the student's identified on-the-job learning objectives.

3) Validate hours worked.

C. It shall be the responsibility of the cooperating employer to:

1. Develop each semester with the student and coordinator written measurable learning objectives that include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

2. Instruct the student as to rules, regulations, specific duties and responsibilities while on-the-job.

3. Provide adequate supervision for the student and help him to progress toward achieving his on-the-job objectives.

4. As required by law, agree to comply with all appropriate federal and state employment regulations.

5. Provide the instructor-coordinator with a performance rating based on the measurable learning objectives for each student employee that may be used in the determination of the student's grade.

6. Maintain adequate records of the student's attendance.

D. Cooperating Agencies

Through the use of departmental advisory committees, local businesses, the California State Employment Development Department, and all other public agencies and institutions work with the Director, Cooperative Work Experience, and instructor-coordinators, aiding in job placement acting as guest speakers in the area of their expertise and generally promoting the work experience program in the community.

II. Types of Cooperative Work Experience Education offered

A. Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:
1. General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the student's educational goals.

2. Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the student's educational or occupational goal.

B. Participation may be under either of the following formats:

1. Parallel Plan. A form of Cooperative Work Experience Education designed to offer students the opportunity to attend college classes and earn college credit for concurrent learning on-the-job as specified in Section 55254.

2. Alternate Plan. A form of Cooperative Work Experience Education designed to offer students opportunities alternately to attend college and work as stipulated in the District Plan. (See College Credit)

III. Credit Awarded

A. Credit is given in all classes in keeping with the Asst. Chancellor's Memo 72-6, including summer session. (See Attachment #1)

B. All students are required to attend a one-hour-per-week mandatory class session and work a minimum of five (5) hours paid (or four hours unpaid) per week. Two-four units are allowed in occupational work experience education; two-three units in general work experience.

1. The following are exempt from the requirement of the one-hour-per-week mandatory class meeting:

   a. Alternate semester students receive credit on the basis of one (1) unit for each 75 hours worked to a maximum of eight (8) units for the time period equal to the academic session in which the student is enrolled. This is not offered for General Work Experience students.

   b. Summer session students receive credit on the basis of the Asst. Chancellor's Memo No. 72-6, dividing the number of weeks (variable) into the minimum total hours (constant). These students must be enrolled in at least three additional units. This is not offered for General Work Experience students.

2. Letter grades are assigned at the end of each semester on the basis of the following criteria:
a. Quality of the measurable learning objectives.

b. Quality of the required monthly time and progress reports.

c. Attendance and participation in the one-hour-per-week mandatory class meeting (where applicable).

d. Input from the on-the-job supervisor regarding the student's progress toward his measurable learning objectives and educational growth.

e. Class assignments and final examination.

NOTE: The computer is set up to cancel all Cooperative Work Experience credit if the student does not receive grades in at least seven (7) units including the Work Experience.

IV. How the District provides:

A. Guidance Services

1. In all parallel program offerings, the District requires a one-hour-per-week scheduled class meeting. This allows students and instructors an opportunity to share problems as they arise, as well as keeping the students aware of the infinite learning opportunities available to them in the world of work.

2. Each student must meet individually, at least once per semester, with the instructor to discuss the student's educational growth on-the-job and his measurable learning objectives.

3. The instructor-coordinator must meet at least once each semester with each on-the-job supervisor to receive input on the student's progress toward achieving his measurable learning objectives and his education growth on the job.

4. Instructor-Coordinators, as well as Department Chairpersons, are available at least one hour per day for walk-in student conferences.

5. The Counseling Office is open day and evenings for additional student conferences when required.

6. The Career Educational Center is open daily and at least one evening per week for research and counseling. A counselor is in attendance for special testing and service.

7. The Placement Office is open daily to serve students with additional job placement provided by the instructor-coordinator within each department.

8. The library is open day and evening to serve the additional reference needs of the students.
B. Instructor Services

1. All instructor-coordinators are regular certificated personnel, qualified to meet state requirements. Where sufficient student enrollment in any major area warrants it (minimum of 12), a regular member of the department teaches the class. The Director of Cooperative Work Experience Education teaches the General Work Experience class.

Each instructor-coordinator is given adequate time and remuneration to perform the following duties:

a. Initiates and maintains on-the-job learning stations through community business contacts, advisory committee recommendations, and cooperation with the Placement Office.

b. Prepares and conducts a one-hour-per-week class meeting each semester, strictly for teaching work experience, according to the approved course of study outlines.

c. Confers with each student individually at least once per semester to insure the quality of the on-the-job experience and to help the student complete his written measurable learning objectives, insuring these are new and expanded learning opportunities beyond those experienced during previous employment.

d. Assigns the students to the appropriate classes (major) and determines the number of units allowed each semester.

e. Visits each on-the-job supervisor at least once per semester for input on safety and progress toward the student's learning objectives and educational growth.

f. Evaluates each student's monthly time and progress report throughout the semester.

g. Meets with students for final examinations each semester.

h. Gives each student a letter grade, filed in the Admissions and Records Office along with complete class attendance records.

i. Maintains, for at least five (5) years, signed and dated records of type and units of Cooperative Work Experience Education in which each student is enrolled, where employed and title of student job, record of work permit if applicable, signed statement of employer regarding hours worked with an evaluation of performance on the agreed upon measurable learning objectives, along with the signed original of the measurable learning objectives contract.
NOTE: In addition to hourly departmental clerical personnel where required, the typing center provides services for the instructor-coordinators.

V. Prior to implementation, any changes or revisions to the District Plan shall be submitted for approval to the Chancellor of the California Community Colleges.

HL/ba/sw
Assistant Chancellor's Memo No. 72-6

March 16, 1972

TO: Deans of Occupational Education
   Work Experience Education Coordinators

FROM: Leland P. Baldwin, Assistant Chancellor, Occupational Education

SUBJECT: Summer Session Credit for Work Experience Education

Several questions have been raised concerning the number of hours to be worked for a unit of credit during summer session. The attached table is for your guidance.

Attachment
# Summer Session Table for Work Experience Education

During a regular semester session students are expected to conform to the following minimum requirements:

<table>
<thead>
<tr>
<th>Units of Credit</th>
<th>Average Hrs/Wk</th>
<th>Min. Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>75</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>15</td>
<td>225</td>
</tr>
<tr>
<td>4</td>
<td>20</td>
<td>300</td>
</tr>
</tbody>
</table>

To convert to a summer session schedule, the minimum total hours and the units of credit should be held constant. Since the time (weeks) is reduced, the minimum hours per week should be the variable to achieve comparable total hours for certain units of credit.

**Eight-Week Summer Session**

<table>
<thead>
<tr>
<th>Units of Credit</th>
<th>Average Hrs/Wk</th>
<th>Min. Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9.5</td>
<td>75</td>
</tr>
<tr>
<td>2</td>
<td>19.0</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>28.5</td>
<td>225</td>
</tr>
<tr>
<td>4</td>
<td>37.5</td>
<td>300</td>
</tr>
</tbody>
</table>

**Ten-Week Summer Session**

<table>
<thead>
<tr>
<th>Units of Credit</th>
<th>Average Hrs/Wk</th>
<th>Min. Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7.5</td>
<td>75</td>
</tr>
<tr>
<td>2</td>
<td>15.0</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>22.5</td>
<td>225</td>
</tr>
<tr>
<td>4</td>
<td>30.0</td>
<td>300</td>
</tr>
</tbody>
</table>

**Twelve-Week Summer Session**

<table>
<thead>
<tr>
<th>Units of Credit</th>
<th>Average Hrs/Wk</th>
<th>Min. Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6.5</td>
<td>75</td>
</tr>
<tr>
<td>2</td>
<td>12.5</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>19.0</td>
<td>225</td>
</tr>
<tr>
<td>4</td>
<td>25.0</td>
<td>300</td>
</tr>
</tbody>
</table>

The minimum hours per week is derived by dividing the number of weeks (variable) into the minimum total hours (constant). A six-week session would be half of a twelve-week session. In many instances a six-week session is not practical due to the eight unit requirement.